

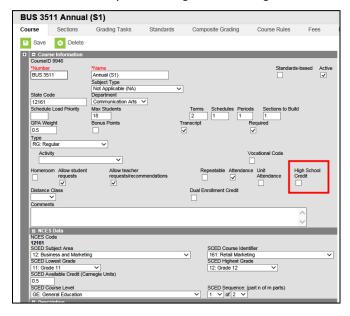
AIM QUICK FIXES



Course Set-up For Montana Electronic Transcript Initiative

The statewide rollout of the Montana Electronic Transcript Initiative will be Fall of 2015. Through this project, students will be able to send free certified transcripts to any institution in the country or other locations that require transcripts. Infinite Campus District Edition schools have been provided a transcript extract utility to submit the student data required to produce a Montana standard transcript. In preparation for this project, **Infinite Campus District Edition** schools must mark the high school courses in their system that students take for high school credit.

District courses must be flagged as "High School Credit" prior to posting to a student transcript for the course to transfer to the Montana Electronic Transcript system. For credit earned in the second semester of the 14-15 year and beyond, the district must designate, on the **Course** tab, which courses grant high school credit to a student. *Note: Posted courses on a student transcript, up to, and including, the first semester of the 14-15 year have automatically been designated as "High School Credit" – as seen below in the second screenshot.*



There are two State Published Ad Hoc Reports designed to help **Infinite Campus District Edition** schools in this effort:

- Curriculum MTTranscript Course HS Credit Check Marked
- Curriculum MTTranscript Course HS Credit NOT Checked

To designate a course as *High School Credit*, select the 14-15 year and a high school calendar. On the **Search** tab select *Course/Section*, leave the search box blank, and click *Go*.

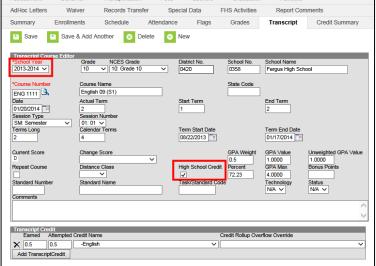
Select a course to designate as receiving high school credit.

On the Course tab, click High School Credit. Click Save.

(This designation will now carry forward to subsequent years.)

Lockers

Athletics

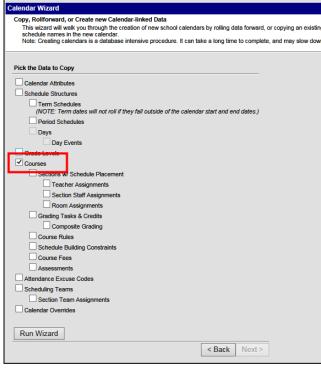


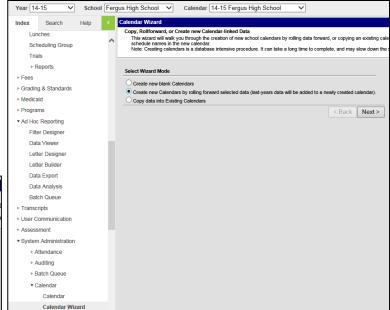




ROLLING COURSES FORWARD

For districts who have not yet rolled calendars forward to the 15-16 year, the *High School Credit* designation will automatically roll forward from the 14-15 year to the 15-16 year, *if the proper calendar roll forward options are selected*.





Note: Only **Courses** must be selected for *High School Credit* to roll forward. The district does not have to select all options under **Courses**.

Districts who have already rolled their high school calendars forward from the 14-15 year to the 15-16 year will have to mark *High School Credit* on the course tab *in both the 14-15 and 15-16 school years*.

The OPI staff are willing to help districts with this task upon request.

Questions – Contact the AIM Help Desk at 1-877-424-6681 or 406-444-3800 or Email opiaimhelp@mt.gov

For more information on the Montana electronic transcript initiative, please refer to the K20 Project website at: http://opi.mt.gov/Reports&Data/K20.html

